

**THE COMMONWEALTH OF MASSACHUSETTS**  
Public Employee Retirement Administration Commission  
John W. McCormack Building, Room 1101  
One Ashburton Place, Boston, MA 02108  
(617) 727-9380

**M E M O R A N D U M**

**TO:** All Retirement Boards

**FROM:** Robert F. Stalnaker, Executive Director

**RE:** Training Sessions for the 1997 Annual Statement

**DATE:** December 3, 1997

Jim Waldman, PERAC's Director of Finance, will be conducting training seminars to assist retirement boards in the completion of the 1997 Annual Statement and to introduce changes that have been made to the statement. The training seminars are scheduled as follows:

January 6, 1998	10:00 a.m.-1:00 p.m.	Town Library, 132 South St. Plymouth Snow Date: January 12, 1998
January 8, 1998	9:00 a.m.-12:00 p.m.	21 <sup>st</sup> Floor Room 2, 1 Ashburton Pl., Boston
January 8, 1998	1:00 a.m.-4:00 p.m.	21 <sup>st</sup> Floor Room 2, 1 Ashburton Pl., Boston
January 13, 1998	10:00 a.m.-1:00 p.m.	Council Chamber, Peabody City Hall, 24 Lowell St.
January 14, 1998	10:00 a.m.-1:00 p.m.	Hearing Room 1 Hampden County Court House, 50 State St. Springfield

We look forward to your attendance at these seminars.

**Please complete the attached form and return it to Jim Waldman @ PERAC  
prior to December 30, 1997**

\_\_\_\_\_  
Retirement System

\_\_\_\_\_ Number of staff to attend training seminar on the Annual Statement

Check below the session you will attend:

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